

Request for Decision United Townships of Head, Clara & Maria Council

| Type of Decision | | | | | | | | | |
|---|------------------------------------|-------------------------|--|-----------|------------------------|----------------------------------|-------------|--|---------------|
| Meeting Date | Thursday, December 19, 2019 | | | | Report Date | Tuesday, December 3, 2019 | | | |
| Decision Required | X | Yes | | No | Priority | X | High | | Low |
| Direction | X | Information Only | | | Type of Meeting | X | Open | | Closed |
| Report #19/12/19/1001- Hall Rental Policy | | | | | | | | | |

SUBJECT: Review of Hall Rental Policy

RECOMMENDATION:

That Council approve the Hall Rental Policy to provide staff and public with clear direction and policy.

BACKGROUND/EXECUTIVE SUMMARY:

With increasing hall rentals, Staff has created a Draft Policy to provide more definitive guidelines for all parties, to be used in conjunction with the Hall Rental Agreement.

Below is a list of details that Staff wanted to highlight before finalizing:

- Lessees will not be required to provide their own liability insurance.
- The refundable deposit has increased to \$100 per event.
- Cancellation guidelines have been implemented.
- Staff recommends that the rate be set “per day” with the option to access the hall for set up the afternoon prior, no earlier than 1:00 p.m., and clean up no later than 12:00 p.m. the following date. There may be exceptions for organizations who are renting the hall for fundraising purposes. Otherwise, the policy could simply state that the rental rates are “per 24 hours”.

Any of the above items may be changed and the policy may be approved as amended.

FINANCIAL CONSIDERATIONS/BUDGET IMPACT:

None at this time; policy adoption only.

Approved and Recommended by the Clerk

Crystal Fischer,
Clerk-Treasurer